



ADMINISTRATIVE ASSISTANT OPPORTUNITY

Employment Information

Employer Details

Name: Albayan Institute
Address: 22586 Ann Arbor Trail, Dearborn Heights, MI 48127
Phone: (313) 663-0244
Email: registration@albayan.org

Job Details

Position: Administrative Assistant
Location: 22586 Ann Arbor Trail, Dearborn Heights, MI 48127
Type: Part-time
Hours: Saturday 10:00am-3:30pm EST

Job Description

We are looking for an organized administrative assistant to perform administrative tasks during program hours. The Administrative Assistant is responsible for assisting the Director in managing administrative and non-administrative tasks throughout the center.

To be successful as an Administrative Assistant, you must be able to multitask. A good Administrative Assistant has excellent language and interpersonal skills as well as administrative experience.

Job Responsibilities

- Ensure a safe, happy, and stimulating environment for children.
- Complete tasks assigned by the Director.
- Report any issues that can not be solved directly to the Director.
- Provide assistance to fellow staff members in the center when needed.

Qualifications

- Excellent proficiency in Arabic and English.
- High school diploma or equivalent.
- Effective verbal communication skills.
- Effective problem-solving skills.
- Friendly and approachable demeanor.
- Professional appearance, attitude, and work ethic at all times.